



Kansas African American Affairs Commission

**January General Meeting Minutes (Approved)**

**Landon State Office Building – Room 108**

**Thursday, January 14, 2010**

**10:00 a.m.**

- I. **Call to Order and Welcome** by Curtis Whitten, Chair at 1:30 p.m. following the Governors Martin Luther King Celebration at First Presbyterian Church. Lunch provided by Quiznos.
- II. **Roll Call and Introduction of Guest(s):** C. Whitten, H. Johnson, D. Dandridge, J. Barfield – present; J. Williams and L. Chinn – Absent. Staff Present, M. Edwards and J. Stone. Quorum established.
- III. **Correspondence:** Kappa Alpha Psi Day at the Kapitoll request for presentation to be explored.
- IV. **Minutes** from the Wednesday, May 13, 2009 presented. No motion was presented to approve.
- V. **ED's Update:** Mildred Edwards reported the following:
  - a. **General Fund** expenditures currently at 50%. The following balances were reported: Salaries and Wages - \$ 67,723.86 (\$ 79,002.84), Total Contractual Services - \$ 17,466.63 (\$ 9,554.37), Total Commodities - \$ 253.99 (\$ 3,494.01), Total Expenditures - \$ 86,902.52 (\$ 92,051.22)
  - b. **Donation Fund** balance to date: \$ 1,400.00
  - c. **Cultivation (1), Collaboration (4) and Administration (2) activities reported.** Twelve (12) upcoming appointments were noted.
  - d. **Board Governance.** A presentation regarding the implementation of a consent agenda was given; a handout was provided. A discussion regarding locating and updating Bylaws was also held. **Action:** Consent agendas will be utilized in the future; Bylaws are to be located and provided to Board by Staff.
  - e. **Strategic Plan Update and Review.** A strategic planning discussion was hosted. Commissioners were invited to share the intent of each of Strategies identified in the existing plan. Following the discussion, a presentation of how to implement the strategic plan was provided. The five (5) Strategies were collapsed into four (4) groups and the five (5) key issues of health, education, employment, business development and social services were discussed. A proposal was made to develop a State of African Americans residing in Kansas document in collaboration with the Urban League. The Commission unanimously agreed that the Youth Leadership Academy should be postponed to next calendar year. No formal motion was presented.
- VI. **Old Business**
  - a. **Purchasing Statutes: A Comparison Study.** Per the May 2009 Commission minutes, J. Stone provided copies of the Missouri Revised Statutes regarding State Purchasing and Printing for review. No action was taken.
  - b. **Purchasing Department's Procurement "Food Chain".** A discussion regarding the State Dept. of Administration Order of Precedence Summary was presented. All purchases over \$5,000 are to receive pre-authorization and must go thru the bid process. All other expenses must be approved by the Commission Chair, Governors office, and Administration.
  - c. **Governors Martin Luther King Celebration was held today.** The host church was First Presbyterian Church, featured choir Antioch Baptist Church and Pastor T.D. Hicks, keynote speaker Kansas University Chancellor Bernadette Gray-Little. Approximately 150 persons were in attendance. First Presbyterian consented to host in 2011.

## **VII. New Business**

- a. **KAAAC Website.** New logo has been generated and website is in development. New address is [www.kaaacs.gov](http://www.kaaacs.gov). Commissioners are review Legislative Links and other items for content and recommendation; also should provide headshots and bios for inclusion.
- b. **2010 General Meetings.** Commissioners agreed to meeting every second Thursday, 10:00 – 2:00 p.m. with the exception of June, July and August. October 11, 2010 is a State Holiday and may be changed also. Action: Staff is to reserve rooms in LSOB and provide information to the Kansas Register.
- c. **2010 Commisioner Involvement.** It was recommended that Commissioner elect to serve as the contacts and chairs for each of the key issues identified in the strategic plan.
- d. **2010 KAAAC Upcoming Events.** Legislative Reception w/KHLAAC is scheduled for January 28, 2010 at 4:00 – 6:00 p.m. Invitations will be developed by M. Edwards and delivered to the Legislators mailboxes. K. McLaughlin in the KAAAC office will assist with ordering food items.
- e. **2010 KAAAC Program.** State of AA in KS interns, experts, publication and town hall meetings plan was proposed. Commision agreed with plan and suggested activities. Timeline was ammended to reflect a late fall roll-out in concert with the Governors election and KS Legislators election cycle.
- f. **Legislative Issues.** Senator Faust-Goudeau plans to reintroduce the issue of credit scores being linked to insurance rates this legislative session; also continuing to look at purchasing statutes.
- g. **GTFORP requested a letter of support** to request a moratorium on activity during this legislative session. No action was taken.
- h. **An African American Day** at that Capitol was proposed for the month of March, 2010. Planning will begin following Black History Month events.
- i. **Kappa Alpha Psi Fraternity at the Capitol – February 11, 2010** request for presentation and funding support. It was determined that D. Dandridge would represent the Commission and funding for dessert through the Governors office will be pursued.
- j. **Steal Away: The Story of a Homesteader and An Exoduster** proposal by Penny Musco of Montclair, NJ was presented for consideration. No action was taken.

## **VIII. Announcements**

**Monday, january 25, 2010:** Last day for member or members to REQUEST to have bill drafted.

**Saturday, February 4, 2010:** Last day for Committees, except House Appropriations, Calendar and Printing and Taxation, House and Senate Federal and State Affairs, Senate Ways and means, or other select committee, when authorized, to REQUEST to have bills drafted.

## **IX. Meeting adjourned at 4:05 p.m. by Curtis Whitten, Chair**

**Respectfully submitted,  
Mildred Edwards, Ph.D.**

**Approved:** March 11, 2010

## **Q: What is a "Consent Agenda" and how will it make our meetings go faster?**

At every board meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the board to approve all these items together without discussion or individual motions. Depending upon the organization, this can free up anywhere from a few minutes to a half hour for more substantial discussion..

### **What belongs on the consent agenda?**

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
- Routine matters such as appointments to committees;
- Staff appointments requiring board confirmation;
- Reports provided for information only;
- Correspondence requiring no action.

### **How are consent items handled?**

A consent agenda can only work if the reports, and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

1. When preparing the meeting agenda, the president or chairperson determines whether an item belongs on the consent agenda.
2. The president prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.
3. The list and supporting documents are included in the board's agenda package in sufficient time to be read by all members prior to the meeting.
4. At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.
5. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
6. Once it has been removed, the chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.
7. When there are no more items to be removed, the chair or secretary reads out the numbers of the remaining consent items. Then the chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.
8. When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

### **How to start using a consent agenda**

In order to start using a consent agenda, the board should first adopt a rule of order allowing for the consent agenda process. Parliamentarian Colette Collier Trohan CPP-T, PRP [www.cctrohan.com](http://www.cctrohan.com) suggests the following rule:

"A consent agenda may be presented by the president at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

It is important to make sure that all directors know what items belong on the agenda and how to move items to and from the consent agenda. For this reason, instruction on using the consent agenda should be part of the board orientation program.